

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Francesca Durant
ADDRESS: McKinney, TX
POSITION: Administrative Assistant/Records Clerk
DEPARTMENT: Police, Plano Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Allen ISD	07/17 – 05/20	Assistant Scheduler
McKinney ISD	04/13 – 08/16	Office Assistant/Crisis Aid
Collin College	01/13 – 05/14	Office Assistant/Testing Clerk
InTouch Credit Union	07/11 – 07/12	Personal Financial Advisor
Dollar Tree	09/08 – 10/10	Assistant Operations Manager

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Southern New Hampshire University	2015	B.A., General Studies